



Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Robert R. Neall, Secretary

EXHIBIT A

STANDARD GRANT AGREEMENT (SGA) REQUEST FOR APPLICATIONS (RFA) (COMPETITIVE)

PROCUREMENT ID NUMBER – PHPA-1029

Issue Date: January 21, 2020

Perinatal Neonatal Quality Collaborative

NOTICE

A Prospective Applicant that has received this document from the Maryland Department of Health, or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFA, should immediately contact the Procurement Officer and provide the Prospective Applicant's name and mailing address so that addenda to the RFA or other communications can be sent to the Prospective Applicant.

Minority Business Enterprises Are Encouraged to Respond to this Solicitation

**STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
RFA KEY INFORMATION SUMMARY SHEET**

Request for Proposals: Perinatal Neonatal Quality Collaborative

Solicitation Number: PHPA-1029

RFA Issue Date: January 21, 2020

RFA Issuing Office: Maryland Department of Health
Maternal and Child Health Bureau

Procurement Officer: Robert Bruce
Chief operations Officer
Prevention and Health Promotion Administration
201 W. Preston St., Room 322
Baltimore, Maryland 21201
Phone: 410-767-0783
e-mail: Robert.bruce@maryland.gov

Grant Monitor: Linda Alexander, MD MPP, FACOG
Maternal and Child Health Bureau
201 W. Preston St., 3rd Floor
Baltimore, Maryland 21201
Phone: 410-767-6723
e-mail: linda.alexander1@maryland.gov

Applications are to be sent to: Maryland Department of Health
Prevention and Health Promotion Administration
201 W. Preston St., Room 322
Baltimore, Maryland 21201
Attention: Robert Bruce PHPA-1029

Pre-Application Conference: January 29, 2020 at 9:30AM
(See RFA Section 1.11) Maryland Department of Health
201 W. Preston St., Room L4
Baltimore, Maryland 21201

Closing Date and Time: February 28th, 2020 at 2:00 PM EST

SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

1.1.1.1 The Maryland Department of Health (MDH or the Department), Maternal Child and Health Bureau, is issuing this Request for Applications (RFA) to administer Maryland's Perinatal Neonatal Quality Collaborative (Collaborative). Perinatal Collaboratives are networks of perinatal care providers and public health professionals working to improve health outcomes for women and newborns through continuous quality improvement. The Collaborative provides participating birthing hospitals with educational resources, technical assistance, and a platform for communication and sharing best practices.

1.1.1 It is the State's intention to obtain services, as specified in this RFA, from an Agreement between the selected Applicant and the State. The anticipated duration of services to be provided under this Agreement is:

State Fiscal Year 2020: May 18, 2020-June 30, 2020 (\$30,000)
State Fiscal Year 2021: July 1, 2020-June 30, 2021 (\$225,000)
State Fiscal Year 2022: July 1, 2021-June 30, 2022 (\$225,000)
State Fiscal Year 2023: July 1, 2022-June 30, 2023 (\$225,000)

All future years' awards are subject to availability of funding.

1.1.2 The Department intends to make a single award as a result of this RFA.

1.1.3 Applicants, either directly or through their subcontractor(s), must be able to provide all services and meet all of the requirements requested in this solicitation and the successful Applicant shall remain responsible for performance regardless of subcontractor participation in the work.

1.2 Contract Type

The Agreement resulting from this solicitation shall be a firm fixed price.

1.3 Procurement Officer

The sole point of contact in the State for purposes of this solicitation prior to the award of any Agreement is the Procurement Officer at the address listed below:

Robert Bruce
Chief Operations Officer
Prevention and Health Promotion Administration
201 W. Preston St., Room 322
Baltimore, Maryland 21201
Phone: 410-767-0783
e-mail: Robert.bruce@maryland.gov

The Department may change the Procurement Officer at any time by written notice.

1.4 Grant Monitor

The Grant Monitor is:

Linda Alexander, MD, MPP, FACOG
Maryland Department of Health
Maternal and Child Health Bureau
201 W. Preston St, 3rd Floor, Baltimore, 21201
Phone: 410-767-6723
e-mail: linda.alexanderl@maryland.gov

The Department may change the Grant Monitor at any time by written notice.

1.5 eMaryland Marketplace Advantage

Each Applicant is requested to indicate its eMaryland Marketplace Advantage (eMMA) vendor number in the Transmittal Letter (cover letter) submitted at the time of its Application submission to this RFA.

eMMA is an electronic commerce system administered by the Maryland Department of General Services. The RFA and associated materials, the solicitation and summary of the Pre-Proposal Conference, Applicant questions and the Procurement Officer's responses, addenda, and other solicitation-related information will be provided via eMMA.

In order to receive a contract award, a vendor must be registered on eMMA. Registration is free. Go to <https://procurement.maryland.gov/>, click on "Register" to begin the process, and then follow the prompts.

1.6 Questions

Written questions from prospective Applicants will be accepted by the Procurement Officer. Questions to the Procurement Officer shall be submitted via e-mail to the following e-mail address: Robert.bruce@maryland.gov. Please identify in the subject line the Solicitation Number and Title.

Questions are requested to be submitted at least five (5) days prior to the Application due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Application due date.

1.7 Application Due (Closing) Date and Time

Applications, in the number and form set forth in Section 4.2 "Applications" must be received by the Procurement Officer, at the address listed on the Key Information Summary Sheet, no later than 2:00 PM Local Time on February 28, 2020 in order to be considered.

Requests for extension of this time or date will not be granted. Applicants mailing Applications should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Applications received after the due date and time listed in this section will not be considered. For any submission that is not hand delivered, the Applicant may confirm, at least 60 minutes before the deadline, that the application was received in PHPA Procurement. PHPA is not responsible for applications dropped off in the mailroom. Questions regarding this solicitation should be directed (**By e-mail only**, no phone calls will be accepted) to the PROCUREMENT OFFICER.

Applications may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in this section for receipt of Application. Multiple and/or alternate Applications will not be accepted.

Applications must be mailed or hand-delivered and may not be submitted by e-mail or facsimile.

1.8 Award Basis

The Grant shall be awarded to responsible Applicants submitting Applications that have been determined to be the most advantageous to the State, considering price and evaluation factors set forth in this RFA, for providing the activities as specified in this RFA. See RFA Section 5 for further award information.

1.9 Revisions to the RFA

If it becomes necessary to revise this RFA before the due date for Applications, the Department shall endeavor to provide addenda to all prospective Applicants that were sent this RFA or which are otherwise known by the Procurement Officer to have obtained this RFA. Addenda made after the due date for Applications will be sent only to those Applicants that submitted a timely Application and that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of the receipt of all addenda to this RFA issued before the Application due date shall be included in the Transmittal Letter accompanying the Applicant's Project Narrative. Acknowledgement of the receipt of addenda to the RFA issued after the Application due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Applicant from complying with the terms, additions, deletions, or corrections set forth in the addendum.

1.10 Cancellations

The State reserves the right to cancel this RFA, accept or reject any and all Applications, in whole or in part, received in response to this RFA, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State. The State also reserves the right, in its sole discretion, to award a Grant based upon the written Applications received without discussions or negotiations.

1.11 Pre-Application Conference

A Pre-Application Conference (the Conference) will be held at the date, time, and location indicated on the RFA Key Information Summary Sheet.

All prospective Applicants are encouraged to attend in order to facilitate better preparation of their Applications. If planning to attend, please email Quinique Jones at quinique.jones@maryland.gov to register.

The Conference will be summarized. As promptly as is feasible after the Conference, a summary of the Conference and all questions and answers known at that time will be distributed to all prospective Applicants known to have received a copy of this RFA. This summary, as well as the questions and answers, will also be posted on eMaryland Marketplace Advantage.

If there is a need for sign language interpretation and/or other special accommodations due to a disability, please notify the Procurement Officer at least five (5) Business Days prior to the Pre-Application Conference date. The Department will make a reasonable effort to provide such special accommodation.

SECTION 2 – MANDATORY REQUIREMENTS

2.1 Applicant Mandatory Requirements

There are no Applicant Mandatory Requirements for this solicitation.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SECTION 3 – SCOPE OF WORK

3.1 Background and Purpose

The State is issuing this solicitation for the purposes of administering Maryland's Perinatal Neonatal Quality Collaborative (Collaborative). Perinatal Collaboratives are networks of perinatal care providers and public health professionals working to improve health outcomes for women and newborns through continuous quality improvement (QI). The Collaborative provides participating birthing hospitals with educational resources, technical assistance, and a platform for communication and sharing best practices. The Collaborative should engage all 32 delivery hospitals in Maryland, therefore impacting almost 100% of births in the State. Approximately every two years, the Collaborative will select, implement, and collect data on one quality improvement initiative related to obstetric care and one quality improvement initiative related to neonatal care for participating hospitals. The applicant will provide the framework for the Collaborative's efforts, including face-to-face learning sessions; conference calls and webinars; confidential data collection; a website serving as a repository for documents, tools, resources, and data; and an active community listserv as a means to improve quality in two selected areas of perinatal and neonatal care. More information and resources related to the perinatal collaborative may be accessed from the Centers for Disease Control & Prevention website (<https://www.cdc.gov/reproductivehealth/maternalinfanthealth/pqc.htm>).

3.2 Scope of Work - Requirements

The Applicant shall provide sufficient staffing to coordinate and carry out the activities of the Collaborative, including providing board-certified physicians to act as co-chairs of the Collaborative and maintaining a Steering Committee to participate in Collaborative program planning and activities. In consultation with the Department, the applicant shall support the work of the Collaborative to carry out quality improvement initiatives addressing obstetric and neonatal care at participating hospitals. The applicant will engage expert advisors for each QI initiative and provide the infrastructure for Collaborative activities, including conference calls, webinars, face-to-face learning sessions, an internet-based portal to display Collaborative resources and data, a list serv for participating hospital team members to communicate, and in collaboration with the Department's epidemiology staff collect and analyze data to support the work of the Collaborative. The applicant will submit quarterly reports and invoices to the Department based on activities conducted during the quarter and meet at least quarterly with the Department to review activities under this Agreement.

3.2.1 General Requirements

Objectives	Activities
Objective 1: Provide staff to support the efforts of the Collaborative.	1a. Provide board-certified physicians to act as co-chairs of the Collaborative. 1b. Provide programmatic staff with experience and expertise to coordinate a successful program. 1c. Maintain a Steering Committee of at least six clinical and public health experts to participate in Collaborative program planning and activities.

<p>Objective 2: In consultation with the Department, support the work of the Collaborative to carry out hospital-based quality improvement initiatives.</p>	<p>2a. Engage expert advisors for each QI initiative. 2b. Provide an infrastructure and maintain a forum for the participating hospital teams to communicate and share information. 2c. Provide conference calls for participating hospital teams at least quarterly. 2d. Provide at least two face-to-face educational learning sessions for participating hospital teams during the period of this grant. 2e. Maintain and support an internet-based portal and list serv for participating hospital team members to display Collaborative resources and data, and provide an opportunity for teams to communicate. 2f. In collaboration with the Department's epidemiology staff, collect and analyze data to support the work of the Collaborative.</p>
<p>Objective 3: Communicate progress of the Collaborative initiatives to the Department.</p>	<p>3a. Submit quarterly reports of activities conducted during the quarter, including number of meetings held, conference calls, summary data collected and analyzed. 3b. Track process and outcome measures of the two selected quality improvement initiatives 3c. Meet at least quarterly with the Department to review activities under this Agreement. 3d. Develop and adhere to an evaluation plan and report on performance measures</p>

3.2.2 Staffing

- i. Provide the Department with the Curriculum Vitae or resume of staff involved under this grant.
- ii. Provide at least one physician board-certified in Obstetrics and Gynecology or Maternal Fetal Medicine and one physician board-certified in Neonatal Perinatal Medicine to participate as co-chairs of the Collaborative.
- iii. Provide staff that has sufficient experience and expertise to coordinate a successful program (at least two years' experience in program planning and management).
- iv. Maintain a Steering Committee of at least six clinical and public health experts from across the State, including representation from the Department, with knowledge, expertise and experience to participate in Collaborative program planning and activities.

3.2.3 Activities

- i. In consultation with the Department, support the work of the Collaborative with focus on initiatives developed by the co-chairs and Steering Committee. The overall goal is to reduce maternal and infant harm through the implementation and integration of systems improvements and team behaviors into obstetric and neonatal care at participating hospitals.
- ii. In collaboration with the Department, identify and engage expert advisors for each QI initiative.
- iii. Provide an infrastructure and maintain a forum for the participating hospital teams to communicate and share information with each other. The applicant shall:
 - a. Provide conference calls for participating hospital teams at least quarterly. Team conference calls are to address topics of interest that will advance the aim of the Collaborative. The applicant will provide an expert speaker to answer team inquiries on the particular topic.

- b. Provide at least two face-to-face educational learning sessions/meetings for participating hospital teams during the period of this grant. These learning sessions will provide an opportunity for teams to expand their knowledge on areas of focus. An opportunity for networking and sharing of information among teams will be included in these sessions.
 - c. Maintain and support an internet-based portal and list serv for participating hospital team members to display Collaborative data and provide an opportunity for teams to communicate.
- iv. Utilize an existing database or develop a database to collect and analyze data to support the work of the Collaborative. The Department's epidemiology staff will collaborate with the applicant in data collection and analysis.
- v. Expand the Collaborative website to include a section with materials related to Collaborative activities but aimed at non-hospital-based providers (obstetricians and pediatricians) and/or consumers.
- vi. Develop an evaluation plan to measure the short and long term impact of Collaborative activities and establish and report on performance measures.
- vii. Provide to the Department reports of activities under this Agreement. The applicant shall submit quarterly reports of activities conducted during the quarter, including number of meetings held, conference calls, summary data collected and analyzed. Due dates for reports are on the 15th of the month following the end of the quarter (October 15th, January 15th, April 15th and July 15th).
- viii. Meet at least quarterly with the Department to review activities under this Agreement.
- ix. Comply with the following requirements:
 - a. Any process or product created or any ideas gathered in the course of this grant are the property of the State of Maryland. All products including a summary of aggregate data will be turned over to the State of Maryland on a yearly basis and/or upon completion of the grant award period, or upon request of the Department.
 - b. Any sub-grant(s) of this grant must be disclosed to and approved by the Department and must include a restatement of the following clause: "Any process or product created or any ideas gathered in the course of this grant are the property of the State of Maryland. All products including a summary of aggregate data will be turned over to the State of Maryland on a yearly basis and/or upon completion of the grant award period and sub-applicant's work, or upon request of the Department."
 - c. Any publications that result from this grant and/or sub-grant(s) must adhere to the following steps: (1) the Department is notified and approves of the intended publication(s); (2) the Department has approval and editorship rights of all manuscripts prior to final submission to an agreed upon journal; (3) the funding source for this grant must be acknowledged as the State of Maryland and the Maryland Department of Health Maternal and Child Health Bureau Title V Program; and (5) are the property of the State of Maryland.
- x. The applicant shall assure acknowledgement of the Department's support when issuing or distributing statements, promotional materials, press releases, requests for proposals, bid solicitations, publications, or holding meetings or conferences that are funded all or in part with Department funds by including the following statement: "This (article, conference, publication, etc.) was supported by funds through the Maryland Department of Health Maternal and Child Health Bureau Title V Program."
- xi. Provide a line item budget for activities under this Agreement to the Department at signoff. Requests to modify activities or expenditures under this Agreement require prior approval from the Department.

Unexpended funds must be returned to the Department within 30 days before the end of this Agreement or within 10 days of request from the Department if upon termination of this Agreement.

- xii. Submit invoices to the Department quarterly (based on State fiscal year). Invoices along with a detailed report of expenditures by budget line item with supporting documentation are due to the Department on the 15th of the month following each quarter. Due dates for submission of invoices are October 15th, January 15th, April 15th and July 15th.
- xiii. The applicant agrees to be in compliance with Maryland Department of Health, Prevention and Health Promotion Administration, Maternal and Child Health Bureau requirements by submitting a detailed expenditure report that supports the amount on the invoice. The final detailed expenditure report is due no later than 60 days after the completion of the grant.

3.3 Invoicing

3.3.1 General

- (a) All invoices for services shall be signed by the Grantee and submitted to the Grant Monitor. All invoices shall include the following information:
 - Grantee name;
 - Remittance address;
 - Federal taxpayer identification number (or if sole proprietorship, the individual's social security number);
 - Invoice period;
 - Invoice date;
 - Invoice number
 - State assigned Contract number;
 - State assigned (Blanket) Purchase Order number(s);
 - Goods or services provided; and
 - Amount due.

Invoices submitted without the required information cannot be processed for payment until the Contractor provides the required information.

- (b) The Department reserves the right to reduce or withhold Grant payment in the event the Grantee does not provide the Department with all required deliverables within the time frame specified in the Grant or in the event that the Grantee otherwise materially breaches the terms and conditions of the Grant until such time as the Grantee brings itself into full compliance with the Grant.

3.3.2 Invoice Submission Schedule

The Grantee shall submit invoices in accordance with the following schedule:

Submit invoices to the Department quarterly (based on State fiscal year). Invoices along with a detailed report of expenditures by budget line item with supporting documentation are due to the Department on the 15th of the month following each quarter. Due dates for submission of invoices are October 15th, January 15th, April 15th and July 15th.

SECTION 4 – APPLICATION FORMAT

4.1 Two Part Submission

Offerors shall submit Proposals in separate volumes:

- Volume I – Project Narrative
- Volume II – Budget Justification

4.2 Proposals

4.2.1 Each Application shall contain an unbound original, so identified, and three (3) copies **and one labeled “PIA Proposal Narrative”**. Unless the resulting package will be too unwieldy, the State’s preference is for the Application to be submitted in a single package including a label bearing:

- The RFA title and number,
- Name and address of the Applicant, and
- Closing date and time for receipt of Applications

To the Procurement Officer prior to the date and time for receipt of Applications (see Section 1.6 “Applications Due (Closing) Date and Time”).

4.2.2 Applications will be shown only to State employees, members of the Evaluation Committee, or other persons deemed by the Department to have a legitimate interest in them.

***Redacted Public Information Act (PIA) Copy:** All information submitted as part of this proposal is subject to release under the Public Information Act. Please submit a redacted PIA copy of the Proposal Narrative. The Procurement Officer must receive justifications for each section redacted as to how those sections qualify for redaction pursuant to General Provisions § 4-335 or 4-336, Annotated Code of Maryland, or under other provisions of the Public Information Act.

4.3 Volume I – Project Narrative

Note: No pricing information is to be included in the Project Narrative (Volume I). Pricing information is to be included only in the Budget Justification (Volume II).

4.3.1 **The Technical Proposal** shall include the following documents and information in the order specified as follows:

4.3.1.1 Transmittal Letter:

- Applicant;
- Solicitation Title and Solicitation Number that the Proposal is in response to;
- Signature, typed name, and title of an individual authorized to commit the Applicant to its Proposal;
- Federal Employer Identification Number (FEIN) of the Applicant, or if a single individual, that individual’s Social Security Number (SSN);

- Applicant's eMMA number;
- Applicant's MBE certification number (if applicable);
- Applicant's SBR number (if applicable) – please contact eMMA at 410-767-1492 if you don't know your number.

4.3.1.2 The Project Narrative shall include the Scope of Work, including the Work Plan (as described in Section 3.2).

4.3.1.3 Mandatory Requirements Documentation

4.3.1.4 Applicant Technical Response to RFA Requirements and Proposed Work Plan:

- The Applicant shall address each Scope of Work requirement (Section 3.2) in its Project Narrative and describe how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s). If the State is seeking Applicant agreement to any requirement(s), the Applicant shall state its agreement or disagreement. Any paragraph in the Project Narrative that responds to a Scope of Work (Section 3.2) requirement shall include an explanation of how the work will be done. Any exception to a requirement, term, or condition may result in having the Application classified as not reasonably susceptible of being selected for award or the Applicant deemed non-responsive.

4.3.1.5 Narrative Application Complete the **Narrative Application** (*Attachment D*), Provide answers in the space provided for each section and check the boxes as needed on the form.

4.3.1.6 Work plan Complete the **Work Plan** (*Attachment C*) addressing Objectives in Section 3.2.1 *for each project period*. The Work Plan must include objectives, activities, measures of effectiveness, data sources, time-frame, and team members responsible for each overarching program goal.

Project Periods

State Fiscal Year 2020: May 18, 2020-June 30, 2020 (\$30,000)
 State Fiscal Year 2021: July 1, 2020-June 30, 2021 (\$225,000)
 State Fiscal Year 2022: July 1, 2021-June 30, 2022 (\$225,000)
 State Fiscal Year 2023: July 1, 2022-June 30, 2023 (\$225,000)

4.4 Volume II – Budget Narrative

4.4.1 Under separate sealed cover from the Project Narrative and clearly identified in the format identified in Section 4.2 “Applications,” the Applicant shall submit an original unbound copy of the Budget Narrative. The Budget Narrative shall contain all price information in the format specified in **Exhibit B**. The Applicant shall complete the Budget Narrative Form only as provided in the Budget Narrative Form.

4.4.2 The Applicant shall attach to the Budget Form a Budget Narrative document that details the total cost of the proposed activities for *each project period*. The budget categories may include: Personnel (salary and fringe), Consultants; Travel; Contractual; Supplies; Operating Costs; and Other project-related costs.

SECTION 5 – EVALUATION COMMITTEE, EVALUATION CRITERIA, AND SELECTION PROCEDURE

5.1 Evaluation Committee

Evaluation of Applications will be performed by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Applications, participate in Applicant oral presentations and discussions, and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

5.2 Project Narrative Evaluation Criteria

The criteria to be used to evaluate each Project Narrative listed below in descending order of importance.

- 1. Background**
 - a. To what extent was a description provided of the Collaborative, including engagement with the 32 birthing hospitals and impact on maternal and child health populations throughout Maryland.
- 2. Organizational Capacity**
 - a. To what extent was an overview of the applicant's organization, addressing Staffing requirements reflected in Section 3.2.2 provided.
- 3. Collaborative Activities**
 - a. To what extent was a description provided of how the applicant proposes to carry out Activities reflected in Section 3.2.3.
- 4. Workplan**
 - a. All programs must complete and submit a work plan with objectives, activities, measures of effectiveness, data sources, time-frame, and team members responsible for each overarching program goal.
 - b. Is the work plan consistent with the description provided in the narrative and Objectives reflected in Section 3.2.1?
 - c. Are the time frames proposed reasonable and realistic?
 - d. Are the proposed measures and data sources credible and relevant?

5.3 Budget Narrative Evaluation Criteria

All Qualified Applicants will be ranked from the lowest (most advantageous) to the highest (least advantageous) based on the rating of the Project Narratives. The Budget Narrative (including the Budget Form and Budget Narrative), will be evaluated based on reasonable cost given the time and effort described in the Project Narrative. The budget line items must be within the stated guidelines set forth in this RFA and as submitted on **Exhibit C – Budget Narrative**.

- 1. Financial Proposal**
 - a. Are the formulas, calculations, and totals stated correctly and accurately?

- b. Are the proposed costs credible and verifiable?
- c. Are all of the employees, services, equipment, and products listed in the Justification consistent with the descriptions and amounts provided in the budget form?

5.4 Selection Procedures

5.4.1 General

The Grant will be awarded in accordance with the Standard Grant Agreement method outlined in the Announcement. The State may determine an Applicant to be non-responsive and/or an Applicant's Application to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Applications and prior to Grant award. If the State finds an Applicant to be not responsive and/or an Applicant's Project Narrative to be not reasonably susceptible of being selected for award, that Applicant's Budget Narrative will be returned if the Budget Narrative is unopened at the time of the determination.

5.4.2 Award Determination

Upon completion of the Project Narrative and Budget Narrative evaluations and rankings, each Applicant will receive an overall ranking. The Procurement Officer will recommend award of the Grant to the responsible Applicant that submitted the Application determined to be the most advantageous to the State. In making this most advantageous Application determination, technical factors and financial factors will be weighted equally.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

RFA ATTACHMENTS

EXHIBIT B – Budget Form

This must be completed and submitted with the Project Narrative in a separate envelope.

EXHIBIT C—Budget Narrative

This must be completed and submitted with the Project Narrative, along with the Budget Narrative Form, in a separate envelope.

ATTACHMENT A – Standard Grant Agreement “Sample”

This is the sample grant agreement used by the Department. **It is provided with the RFA for informational purposes and is not required to be submitted an Application submission time.** Upon notification of recommendation for award, a completed standard grant agreement will be sent to the recommended awardee for signature. The recommended awardee must return to the Procurement Officer three (3) executed copies of the Standard Grant Agreement within five (5) Business Days after receipt. Upon award, a fully executed copy will be sent to the Grantee.

ATTACHMENT B – RFA Document Checklist

Use this checklist to ensure that the required documents for the Project Narrative and Budget Narrative are completed.

ATTACHMENT C – Work Plan Template

ATTACHMENT D – Narrative Application

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

EXHIBIT B – BUDGET FORM

FINANCIAL PROPOSAL FORM

The Budget Narrative shall contain all price information in the format specified on these pages. Complete the Budget Form only as provided in the Budget Form format. Do not amend, alter or leave blank any items on the Budget Form. Failure to adhere to any of these instructions may result in the Budget Narrative being determined non-responsive and rejected by the Department.

Submitted By: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Company Name: _____

Company Address: _____

Location(s) from which services will be performed (City/State): _____

FEIN: _____

eMMA #: _____

Telephone: (____) ____ -- _____

Fax: (____) ____ -- _____

E-mail: _____

Budget Summary

May 18, 2020 – June 30, 2020			
Line Item	Qty	Unit Cost	Total Cost
Salary			
Fringe			
Contractual			
Travel			
Operating Costs			
Supplies			
Other			
Other			
Other			
Other			
TOTAL			

July 1, 2020 – June 30, 2021			
Line Item	Qty	Unit Cost	Total Cost
Salary			
Fringe			
Contractual			
Travel			
Operating Costs			
Supplies			
Other			
Other			
Other			
Other			
TOTAL			

July 1, 2021 – June 30, 2022			
Line Item	Qty	Unit Cost	Total Cost
Salary			
Fringe			
Contractual			
Travel			
Operating Costs			
Supplies			
Other			
Other			
Other			
Other			
TOTAL			

July 1, 2022 – June 30, 2023			
Line Item	Qty	Unit Cost	Total Cost
Salary			
Fringe			
Contractual			
Travel			
Operating Costs			
Supplies			
Other			
Other			
Other			
Other			
TOTAL			

EXHIBIT C – BUDGET NARRATIVE

BUDGET NARRATIVE TEMPLATE

Provide a budget justification, in narrative form for each line item consistent with fiscal information reflected in the Budget Form. Staff and activities described in the grant proposal should align with staff and activities included in the narrative and work plan. The description of specific job responsibilities should relate to the activities described in the applicant's proposal.

Sample Line Item Justification

Personnel (Preventionist): \$15,600

Justification: The Preventionist will be responsible for: conducting project-related relationship-building activities with new and existing partners; developing informational materials for community leaders and the public, including fact sheets and social media posts related to the project topic; coordinating and facilitating monthly project meetings with partners; conducting awareness-building activities within key demographic areas in the community to engage the project target audience; developing and providing professional training at targeted local governmental agencies and private businesses; attending community events relevant to the project and the project's partners. The Project Coordinator will also attend RISEMD meetings, collect data, conduct evaluation activities, prepare reports, and act as a liaison with the MDH Grant Monitor.

\$30/hr x 520 hours = \$15,600

ATTACHMENT A – Standard Grant Agreement “Sample”

ORGANIZATIONS RECEIVING APPROPRIATIONS FROM THE STATE STANDARD GRANT AGREEMENT

This Agreement, which is executed in compliance with Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland, is made this <enter day> day of <month, year>, between the State of Maryland (the “State”), acting through the Maryland Department of Health, Prevention and Health Promotion Administration, Maternal and Child Health Bureau (the “Department”), located at 201 W. Preston Street, Baltimore, Maryland 21201 and the <applicant name> (the “applicant”), located at <applicant address> in <county / city> County, <state, zip>, a Maryland Limited Liability Company / Corporation.

1. Effective on the date of execution of this Agreement, the State is extending to the applicant a grant in the amount of thirty thousand Dollars (\$30,000) (the “Grant”), which the applicant shall use only for the following purposes: The purpose of this grant is to fund the Perinatal Neonatal Quality Collaborative (Collaborative). The Collaborative will address one initiative related to obstetric care and one initiative related to neonatal care, involving data collection and quality improvement goals for participating hospitals.
2. Any expenditure of Grant funds that is not consistent with purposes stated in paragraph 1 may, at the sole discretion of the Department, be disallowed. Should any expenditure be disallowed or should the applicant violate any of the terms of this Agreement, the State may require repayment to the State Treasury, an offset from any State Grant to the applicant in the current or succeeding fiscal year, or other appropriate action. The applicant shall repay to the State any part of the Grant that is not used for the purposes stated in paragraph 1 within 3 months after the date of this Agreement.
3. The applicant may not sell, lease, exchange, give away, or otherwise transfer or dispose of real or personal property, or any part of or interest in real or personal property, acquired with Grant funds without the prior written consent of the Department. This includes transfer or disposition to a successor on the merger, dissolution, or other termination of the existence of the applicant. The applicant shall give the Department written notice at least 30 calendar days before any proposed transfer or disposition. Any proceeds from a permitted transfer or disposition shall be applied to repay to the State a percentage of that portion of the Grant allocable to the particular real or personal property transferred or disposed of, unless the Department and the applicant agree to other terms and conditions. The percentage shall be equal to the percentage of the unadjusted basis of the property that would remain if the property had been recovery property placed in service after December 31, 1980 and if all allowable deductions had been taken up to the time of disposition under the Accelerated Cost Recovery System (ACRS) specified in the United States Internal Revenue Code, Section 168(b)(1).
4. For any item of real or personal property that is acquired with Grant funds and has an original fair market value of Five Thousand Dollars (\$5,000) or more, the applicant shall, at its own expense, and for the reasonable useful life of that item or for 5 years, whichever is less, obtain and maintain insurance. The insurance shall provide full protection for the applicant and the State against loss, damage, or destruction of or to the real or personal property. The applicant shall, on request, provide the Department with satisfactory evidence of its compliance with this requirement. Proceeds of insurance required by this paragraph shall be applied toward replacement of the real or personal property or toward the partial or total repayment of the State of the Grant, in the sole discretion of the Department.
5. The applicant may not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or any other characteristic forbidden as a basis for discrimination by applicable laws, and certifies that its Constitution or by-laws contains a non-discrimination clause consistent with the Governor’s Code of Fair practices.
6. The person executing this Agreement on behalf of the applicant certifies, to the best of that person’s knowledge and belief, that:
 - A.) Neither the applicant, nor any of its officers or directors, nor any employee of the applicant involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the applicant’s application for the Grant or this Agreement or has been convicted of bribery, attempted bribery, or conspiracy to bribe under the laws of any state or of the United States;
 - B.) The applicant has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the applicant, to solicit or secure the Grant or this Agreement, and the applicant has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement: **the applicant understands and complies with the Conflicts of Interest provision of the Public Ethics Law, Maryland Code Annotated, General Provisions, Title 5, Subtitle 5.**
 - C.) The applicant, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, **is in good standing**, has filed all required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, Licensing and Regulation, and has paid or arranged for the payment of all taxes due to the State; and
 - D.) No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant.

E.) Neither the applicant, nor any of its officers or directors, nor any person substantially involved in the contracting or fund raising activities of the applicant, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under the Code of Maryland Regulations, COMAR 21.08.04.04.

7. Within 60 calendar days after the close of any grant period in which the applicant receives funds under this Agreement, the applicant shall provide to the Department an itemized statement of expenditures, showing how the funds were expended for that grant period. In addition, a copy of the statement shall be mailed to the Director, General Accounting Division, Office of the Comptroller of the Treasury, Room 200, Louis L. Goldstein Treasury Building, Annapolis, Maryland 21401. The applicant shall retain bills of sale or other satisfactory evidence of the acquisition of any real or personal property for at least 3 years after the date of this Agreement. The Department, the Department of Budget and Management, the State Comptroller, and the Legislative Auditor, or any of them, may examine and audit this evidence, on request, at any reasonable time within the retention period.

8. The applicant shall comply with Section 7-221, 7-402, and 7-403 of the State Finance and Procurement Article of the Annotated Code of Maryland, as applicable.

9. The laws of Maryland shall govern the interpretation and enforcement of this Agreement.

10. This Agreement shall bind the respective successors and assigns of the parties.

11. The applicant may not sell, transfer, or otherwise assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without the prior written consent of the Department.

12. No amendment to this Agreement is binding unless it is in writing and signed by both parties.

13. The following items are incorporated by referenced and made a part of this Agreement, Appendix A & B, Attachment A, B, C, D, E, & F.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

applicant

DEPARTMENT

(Name of Corporation or Association)

Maryland Department of Health,
(Name of Corporation or Association)

By: _____

By: _____

SEAL

SEAL

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPENDIX A

The Department's Grant Monitor is:

Linda Alexander, MD, MPP, FACOG
Maternal and Child Health Bureau
Maryland Department of Health
201 W. Preston Street
Baltimore, Maryland 21201
Phone: 410-767-6723
Email: linda.alexander1@maryland.gov

The applicant's Grant Monitor is:

<enter name, title, office, applicant agency, address,
phone number and email>

I. BACKGROUND INFORMATION OF AGREEMENT

The State is issuing this solicitation for the purposes of administering Maryland's Perinatal Neonatal Quality Collaborative (Collaborative). Perinatal Collaboratives are networks of perinatal care providers and public health professionals working to improve health outcomes for women and newborns through continuous quality improvement (QI). The Collaborative provides participating birthing hospitals with educational resources, technical assistance, and a platform for communication and sharing best practices. The Collaborative should aim to engage all 32 delivery hospitals in Maryland, therefore impacting almost 100% of births in the State. Approximately every two years, the Collaborative will select, implement, and collect data on one quality improvement initiative related to obstetric care and one quality improvement initiative related to neonatal care for participating hospitals. The applicant will provide the framework for the Collaborative's efforts, including face-to-face learning sessions; conference calls and webinars; confidential data collection; a website serving as a repository for documents, tools, resources, and data; and an active community listserv as a means to improve quality in two selected areas of perinatal and neonatal care. More information and resources related to may be accessed from the Centers for Disease Control & Prevention website (<https://www.cdc.gov/reproductivehealth/maternalinfanthealth/pqc.htm>).

II. DUTIES OF THE applicant

SCOPE OF WORK:

The Applicant shall provide the services outlined in paragraph 1 above to support the work of the Collaborative. The applicant will provide sufficient staffing to coordinate and carry out the activities of the Collaborative, including providing board-certified physicians to act as co-chairs of the Collaborative and maintaining a Steering Committee to participate in Collaborative program planning and activities.

In consultation with the Department, the applicant shall support the work of the Collaborative to carry out quality improvement initiatives addressing obstetric and neonatal care at participating hospitals. The applicant will engage expert advisors for each QI initiative and provide the infrastructure for Collaborative activities, including conference calls, webinars, face-to-face learning sessions, an internet-based portal to display Collaborative resources and data, a list serv for participating hospital team members to communicate, and in collaboration with the Department's epidemiology staff collect and analyze data to support the work of the Collaborative. The applicant will submit quarterly reports and invoices to the Department based on activities conducted during the quarter and meet at least quarterly with the Department to review activities under this Agreement.

SERVICES TO BE PERFORMED/STATEMENT OF WORK/DELIVERABLES

A. Staffing

- i. Provide the Department with the Curriculum Vitae or resume of staff involved under this grant.
- ii. Provide at least one physician board-certified in Obstetrics and Gynecology or Maternal Fetal Medicine and one physician board-certified in Neonatal Perinatal Medicine to participate as co-chairs of the Collaborative.
- iii. Provide staff that has sufficient experience and expertise to coordinate a successful program (at least two years' experience in program planning and management).
- iv. Maintain a Steering Committee of at least six clinical and public health experts from across the State, including representation from the Department, with knowledge, expertise and experience to participate in Collaborative program planning and activities.

B. Provide the following goods and/or services

- xiv. In consultation with the Department, support the work of the Collaborative with focus on initiatives developed by the co-chairs and Steering Committee. The overall goal is to reduce maternal and infant harm through the implementation and integration of systems improvements and team behaviors into obstetric and neonatal care at participating hospitals.
- xv. In collaboration with the Department, identify and engage expert advisors for each QI initiative.
- xvi. Provide an infrastructure and maintain a forum for the participating hospital teams to communicate and share information with each other. The applicant shall:
 - a. Provide conference calls for participating hospital teams at least quarterly. Team conference calls are to address topics of interest that will advance the aim of the Collaborative. The applicant will provide an expert speaker to answer team inquiries on the particular topic.
 - b. Provide at least two face-to-face educational learning sessions/meetings for participating hospital teams during the period of this grant. These learning sessions will provide an opportunity for teams to expand their knowledge on areas of focus. An opportunity for networking and sharing of information among teams will be included in these sessions.
 - c. Maintain and support an internet-based portal and list serv for participating hospital team members to display Collaborative data and provide an opportunity for teams to communicate.
- xvii. Collect and analyze data to support the work of the Collaborative. The Department's epidemiology staff will collaborate with the applicant in data collection and analysis.
- xviii. Develop and adhere to an evaluation plan and report on performance measures.
- xix. Expand the Collaborative website to include a section with materials related to Collaborative activities but aimed at non-hospital-based providers (obstetricians and pediatricians) and/or consumers.
- xx. Provide to the Department reports of activities under this Agreement. The applicant shall submit quarterly reports of activities conducted during the quarter, including number of meetings held, conference calls, summary data collected and analyzed. Due dates for reports are on the 15th of the month following the end of the quarter (October 15th, January 15th, April 15th and July 15th).
- xxi. Meet at least quarterly with the Department to review activities under this Agreement.
- xxii. Comply with the following requirements:
 - a. Any process or product created or any ideas gathered in the course of this grant are the property of the State of Maryland. All products including a summary of aggregate data will be turned over to the State of Maryland on a yearly basis and/or upon completion of the grant award period, or upon request of the Department.
 - b. Any sub-grant(s) of this grant must be disclosed to and approved by the Department and must include a restatement of the following clause: "Any process or product created or any ideas gathered in the course of this grant are the property of the State of Maryland. All products including a summary of aggregate data will be turned over to the State of Maryland on a yearly basis and/or upon completion of the grant award period and sub-applicant's work, or upon request of the Department."
 - c. Any publications that result from this grant and/or sub-grant(s) must adhere to the following steps: (1) the Department is notified and approves of the intended publication(s); (2) the Department has approval and editorship rights of all manuscripts prior to final submission to an agreed upon journal; (3) the funding source for this grant must be acknowledged as the State of Maryland and the Maryland Department of Health Maternal and Child Health Bureau Title V Program; and (5) are the property of the State of Maryland.
- xxiii. The applicant shall assure acknowledgement of the Department's support when issuing or distributing statements, promotional materials, press releases, requests for proposals, bid solicitations, publications, or holding meetings or conferences that are funded all or in part with Department funds by including the following statement: This (article, conference, publication, etc.) was supported by funds through the Maryland Department of Health Maternal and Child Health Bureau Title V Program.
- xxiv. Provide a line item budget for activities under this Agreement to the Department at signoff. Requests to modify activities or expenditures under this Agreement require prior approval from the Department. Unexpended funds must be returned to the Department within 30 days before the end of this Agreement or within 10 days of request from the Department if upon termination of this Agreement.
- xxv. Submit invoices to the Department quarterly (based on State fiscal year). Invoices along with a detailed report of expenditures by budget line item with supporting documentation are due to the Department on the 15th of the month following each quarter. Due dates for submission of invoices are October 15th, January 15th, April 15th and July 15th.
- xxvi. The applicant agrees to be in compliance with Maryland Department of Health, Prevention and Health Promotion Administration, Maternal and Child Health Bureau requirements by submitting a detailed expenditure report that supports the amount on the invoice. The final detailed expenditure report is due no later than August 31, 2020, or 60 days after the completion of the grant.

APPENDIX B (insert revised budget)

Cost Estimate for:

Perinatal Neonatal Quality Collaborative

PERIOD OF PERFORMANCE – May 18, 2020-June 30, 2020

\$30,000

II. DUTIES OF THE DEPARTMENT

The Department shall:

- provide a representative to the Steering Committee
- collaborate with the applicant in planning and support of activities of the Collaborative
- provide epidemiologic support in data collection and analysis
- review quarterly reports and provide feedback on the progress toward the goals of the Collaborative
- receive and promptly process invoices for payment
- meet at least quarterly with the applicant to discuss activities under this agreement

The Remainder of This Page is Left Blank

SECTION IV. INCORPORATION BY REFERENCE

Both parties hereby agree that the documents described below, if any, are hereby incorporated into and made an integral part of this Agreement: (Type "None", if none)

Exact Title of Document(s)	Number of Pages
<u>Conditions of Award- Attachment A</u>	<u>2</u>
<u>Federal Funds- Attachment B</u>	<u>2</u>
<u>Debarment Affirmation- Attachment C</u>	<u>2</u>
<u>Certification Regarding Tobacco Smoke- Attachment D</u>	<u>1</u>
<u>Certification Regarding Lobby- Attachment E</u>	<u>5</u>
	<u>2</u>
<u>Additional Information required for Prevention and Health Promotion Administration Grants – Attachment F</u>	<u></u>

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

CONDITIONS OF AWARD

Maryland Department of Health (MDH)
Maternal Child and Health Bureau
<Enter Federal Awarding Agency Here>
<Enter Name of Federal Award and Grant Number Here>

Period of Performance: May 18, 2020-June 30, 2020

Important Dates:

October 15th, January 15th, April 15th and July 15th: Quarterly progress report

<Enter Date Here>: All funds obligated

June 30, 2020: All funds must be spent

August 31, 2020: Final progress and fiscal report due to MDH

The applicant/sub-applicant/sub-recipient (circle one), shall comply with these conditions. Consequences for failure to comply with these conditions may include: a point reduction in score for future competitive and non-competitive applications, a reduction of overall award, audit exceptions and/or reduction in future awards.

Program Requirements:

1. The applicant/sub-applicant/sub-recipient, <Enter applicant Name Here > agrees to comply with MDH guidelines and initiatives with regards to their expenditures/purchases.
2. When procuring equipment, the recipient must comply with the procurement standards at 45 CFR Part 92.36 and 45 CFR 74.40 through 74.48, including 74.45, which requires the performance and documentation of some form of cost or price analysis with every procurement action.
3. The applicant/sub-applicant/sub-recipient, will perform activities that coordinate, integrate, prioritize and sustain improvements in public health emergency preparedness.
4. The applicant/sub-applicant/sub-recipient, shall cite < Enter Name of Federal Award > and the MDH **Maternal Child and Health Bureau** as a funding source when publishing or presenting data or programs partially or fully funded by MDH grants.
5. The applicant/sub-applicant/sub-recipient, should inform the MDH **Maternal Child and Health Bureau** as a courtesy when a presentation or publication is made public that involves programs or data partially or fully funded by MDH, and any federal grants. All reports, data, software, or presentations generated from federal funded projects must be made available to MDH for review and comment prior to release or distribution.

Fiscal Requirements:

1. The applicant/sub-applicant/sub-recipient, shall **not** use <Enter Name of Federal Award> to:
 - a. Support the costs of operating clinical trials of investigational agents, equipment or treatments;
 - b. Make payments directly to recipients of services, except for reimbursement of reasonable and allowable out-of-pocket expenses associated with consumer participation in State or consortia activities;
 - c. Support legal services;
 - d. Provide direct maintenance expenses of privately owned vehicles or any other costs associated

with a vehicle, such as lease or loan payments, vehicle insurance, or license registration fees;

- e. Purchase or improve land, or to purchase, construct, or make permanent improvements to any building, except for minor remodeling;
 - f. Pay property taxes;
 - g. Fund capital improvement projects;
 - h. Supplant personnel costs and/or other activities.
 - i. Prepare, distribute, or use of any material (publicity/propaganda) or to pay the salary or expenses of grants, contract recipients, or agents that aim to support or defeat the enactment of legislation, regulation, administrative action, or executive order proposed or pending before a legislative body.
2. The applicant/sub-applicant/sub-recipient will comply with all MDH and federal fiscal requirements for timely submission of detailed budgets and budget modifications, including monthly invoice requirements.
 3. The applicant/sub-applicant/sub-recipient will return any unspent and unobligated funds to MDH and provide the necessary supporting documentation.

Audits:

The applicant/sub-applicant/sub-recipient shall submit audits in accordance with Federal OMB 2 CFR 200, Subpart F - Audit Requirements. An electronic copy of all audits (2 CFR 200 Subpart F, as well as independent auditors) performed against federal funding should be forwarded to the Department for review.

Site Visits and Surveys:

1. As requested, the applicant/sub-applicant/sub-recipient shall participate fully in the MDH **Maternal Child and Health Bureau** Quality Improvement and Technical Assistance activities, which may include, but are not limited to:
 - a. Comprehensive site visits at the Department's request within the project period;
 - b. Interviews of staff, review of fiscal and program records, **monitoring, risk assessment**, review of inventory purchased against federal funding, interviews with administrators, and observation of program activities/facility.

Equipment Inventory Requirements:

Equipment purchased with federal funds may be recalled or requested to support local, regional and/or statewide emergency response efforts and must be catalogued for future reference and review. Cataloging of equipment should be updated and maintained throughout the project period.

Risk Assessment:

The applicant/sub-applicant/sub-recipient shall be required to participate in an MDH Risk Assessment in accordance with Federal OMB 2 CFR §200.205 (b) thru (d), §200.207, and §200.331 (b) thru (h). As part of this requirement, sub-recipients will be monitored based on a risk level of High, Medium or Low. Each risk level imposes certain monitoring requirements set by the MDH Office of the Inspector General in accordance with the above federal guidelines.

ATTACHMENT B

FEDERAL FUNDS

A Summary of Certain Federal Fund Requirements and Restrictions
[Details of particular laws, which may levy a penalty for noncompliance,
are available from the Maryland Department of Health.]

1. Form and rule enclosed: 18 U.S.C. 1913 and section 1352 of P.L. 101-121 require that all *prospective* and present subapplicants (this includes all levels of funding) who receive more than \$100,000 in federal funds must submit the form "Certification Against Lobbying". It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.
2. Form and instructions enclosed: "Form LLL, Disclosure of Lobbying Activities" must be submitted by those receiving more than \$100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.
3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a "Certification Regarding Environmental Tobacco Smoke," required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, and education or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.
4. In addition, federal law requires that:
 - a) OMB 2 CFR 200, Subpart F, Audit Requirements requires that applicants (both recipients and sub-recipients) which expend a total of \$750,000 or more in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156, and the Office of Management and Budget (OMB) 2 CFR 200, Subpart F.
 - b) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).
 - c) Recipients of \$10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of \$50,000 or more.

This clause must appear in subcontracts of \$10,000 or more:

- i. The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
- ii. The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.
- iii. In the event of the contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.
- iv. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.
- v. The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.
- vi. The contractor will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 *et seq.*) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation-programs, activities, and facilities and employment. It states, among other things, that:

applicants that provide health...services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.

D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.

E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration), NIH (National Institute of Health), CDC (Center for Disease Control and Prevention), and

HHS (Health and Human Services) are prohibited from paying any direct salary at a rate of Executive Level II or more than \$189,600 per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants, Public Health and Emergency Preparedness and Hospital Preparedness Program Cooperative Agreements.)

F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.

G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.

H) For research projects, a form for Protection of Human Subjects (Assurance/Certification/Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]

I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

The Remainder of This Page is Left Blank

DEBARMENT AFFIRMATIONS

In accordance with the requirements of United States Office of Management and Budget's Grants and Cooperative Agreements with State and Local Governments OMB 2 CFR 200.213, Suspension and debarment:

A. AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the _____
(Title)

and the duly authorized representative of

(Name of applicant/sub-recipient/sub-awardee)

and that I possess the legal authority to make this Affidavit on behalf of myself and the entity for which I am acting.

B. AFFIRMATION REGARDING DEBARMENT

I HEREBY AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entities, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows [list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the entity, the grounds for the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds for the debarment or suspension]:

C. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

1. The entity was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and
2. The entity is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred entity, except as follows [indicate the reason(s) why the affirmations cannot be given without qualification]:

D. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above entity, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: X _____

By: X _____
(Authorized Representative and Affiant)

The Remainder of This Page is Left Blank

ATTACHMENT D

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Services
Health Resources and
Service Administration
Rockville, MD 20857

CERTIFICATION REGARDING ENVIRONMENT TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole sources of applicable Federal funds are Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply will result with the monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offer or/contractor (for acquisitions) or applicant/applicant (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization agrees that it will require that the language of this certification be included in any sub-awards which contain provisions for children's services and that all sub-recipients shall certify accordingly.

X

Signature of Authorized Certifying Official

4/2004

Certification Regarding Lobbying

The undersigned certifies to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension continuation, renewal amendment or modification of any Federal contract, grant loan or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract grant loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying" in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contract, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered unto. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352 title U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 for each such failure.

Award No.	Organizational Entry
Name and Time of Official signing for Organizational Entry	Telephone No. of Signing Official
X	X
Signature of Above Official	Date Signed
X	X

INSTRUCTIONS FOR COMPLETION OF SF-LLL DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A continuation sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District if known.
Check the appropriate classification of the reporting entity that designates if it is, or expects to be a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g. the first sub-awardee of the prime is the 1st tier. Sub-awards Include but are not limited to subcontracts, sub-grants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Sub-awardee", then enter the full name, address, city, state, and zip code of the prime Federal recipient. Include Congressional District if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational Level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying number available for the Federal action identified in item 1 (e.g. Request for Proposal (RFP) number, Invitation for BID (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name First Name, and Middle initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal Official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-FFF-A Continuation Sheet(s) is attached.

16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

The Remainder of This Page is Left Blank

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)

1. Type of Federal Action: a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance		2. Status of Federal Action: a. Bid/offer/application b. Initial award c. Post-award		3. Report Type a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____	
4. Name and Address of Reporting Entity: _____ Prime _____ Sub-awardee _____ Tier _____ if known: Congressional District, if known _____			5. If Reporting Entity in No. 4 is Sub-awardee, enter Name and address of Prime: Congressional District, if known _____		
6. Federal Department/Agency: _____			7. Federal Program Name/Description: _____		
8. Federal Action Number, if known: _____			9. Award Amount, if known: _____		
10. a. Name and Address of Lobbying Entity: (If individual, last name, first name, MI): _____			11. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI): _____		
11. Amount of Payment (check all that apply): \$ _____ actual _____ planned _____			13. Type of Payment (Check all that apply): _____ a. Retainer _____ b. One-time fee _____ c. Commission _____ d. Contingent fee _____ e. Deferred _____ f. Other, specify: _____		
12. Form of Payment (check all that apply): _____ a. Cash _____ b. In-kind: specify: nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11: (attached Continuation Sheet(s) SF-LLL-A if necessary)					
15. Continuation Sheet(s) SF-LLL-A attached: _____ yes _____ no					
16. Information required through this form is authorized by title 31 U.S.C. sections 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the per above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,00 for each such failure.			Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____		
Federal Use Only: _____			Authorized for Local Reproduction Standard form-LLL		

Continuation Sheet

Reporting Entity: _____ Page _____ of _____

**ADDITIONAL INFORMATION REQUIRED FOR PREVENTION AND HEALTH PROMOTION
ADMINISTRATION GRANTS**

1. The grant period or term is:

_____ (insert start and end dates) _____

2. There (☒ X are / _____ are not) programmatic conditions that apply to this grant, regardless of the type of funding. If applicable, these conditions are contained in Appendix D.
3. Within 60 calendar days after the close of any grant period, the Grantee shall provide to the MDH Department of Program Cost and Accounting and the PHPA grantor an itemized statement of expenditures showing how the funds were expended for the grant period.
4. Interim fiscal reporting requirements for this grant are listed below. All interim fiscal reports must be sent to the grant monitor within 30 days of the listed dates. Failure to submit the interim reports as described may delay further disbursement of grant funds.

5. All expenditure reports must be signed by the Chief Executive Officer or the Chief Financial Officer of the grantee's organization.
6. Before any grant funds are distributed, the Grantee shall provide a budget detailing how the grant funds are to be expended.
7. PHPA may call for annual independent financial audits of past and future grants to verify the propriety of reported expenditures.
8. Whenever funds must be distributed prior to the beginning of the grant period, subsequent payments to the Grantee will be made only after the Grantor verifies, through detailed expenditure reports, that the initial funds have been spent.
9. Federal Funding Acknowledgement (if applicable)
- a. This grant (_____ does/ _____) does not contain federal funds.

b. The total amount of federal funds allocated for the

_____ is
\$_____ in Maryland State fiscal year _____. This represents _____% of all
funds budgeted for unit in that fiscal year. This does not necessarily represent the amount of
funding available.

c. If contained, the source of these federal funds is:

_____.
d. The CFDA number is _____. The conditions that apply to all federal funds
awarded by the Prevention and Health Promotion Administration are contained in Appendix B. Any
additional conditions that apply to this federally funded grant are contained in Appendix D

10. This grant (_____ does/ _____) does not contract with subproviders on a cost reimbursement basis.

ATTACHMENT B – RFA Document Checklist
--

Project Narrative Checklist:

- ☐ Transmittal Letter
- ☐ Project Narrative including Scope of Work (*See Section 3.2 Scope of Work – Requirements*)
- ☐ Work Plan (*See Attachment C*)

Budget Narrative Checklist:

- ☐ Budget Form (*See Exhibit B – Budget Form*)
- ☐ Budget Narrative (*See Exhibit C – Budget Narrative*)

Attachment C: Work Plan
Perinatal and Neonatal Quality Collaborative

Applicant name: _____

State Fiscal Year 2020: May 18, 2020–June 30, 2020

Overarching Goal: Improving health outcomes for women and newborns through continuous quality improvement by a network of perinatal care providers and public health professionals				Measures of Effectiveness: (Add measures as needed) 1. 2. 3.	
Objectives	Activities Planned To Achieve This Objective (Add as needed)	Data (Add as needed)	Time-frame for Assessing Progress	Team Members Responsible & Partners Required	
1.	1a. 1b. 1c.	1a. 1b. 1c.			
2.	2a. 2b. 2c.	2.a 2b. 2c.			
3.	3a. 3b. 3c.	3a. 3b. 3c.			

State Fiscal Year 2021: July 1, 2020–June 30, 2021

Overarching Goal: Improving health outcomes for women and newborns through continuous quality improvement by a network of perinatal care providers and public health professionals					Measures of Effectiveness: (Add measures as needed) 1. 2. 3.	
Objectives	Activities Planned To Achieve This Objective (Add as needed)	Data (Add as needed)	Time-frame for Assessing Progress	Team Members Responsible & Partners Required		
1.	1a. 1b. 1c.	1a. 1b. 1c.				
2.	2a. 2b. 2c.	2.a 2b. 2c.				
3.	3a. 3b. 3c.	3a. 3b. 3c.				

State Fiscal Year 2022: July 1, 2021-June 30, 2022

Overarching Goal: Improving health outcomes for women and newborns through continuous quality improvement by a network of perinatal care providers and public health professionals				Measures of Effectiveness: (Add measures as needed) 1. 2. 3.	
Objectives	Activities Planned To Achieve This Objective (Add as needed)	Data (Add as needed)	Time-frame for Assessing Progress	Team Members Responsible & Partners Required	
1.	1a. 1b. 1c.	1a. 1b. 1c.			
2.	2a. 2b. 2c.	2.a 2b. 2c.			
3.	3a. 3b. 3c.	3a. 3b. 3c.			

State Fiscal Year 2023: July 1, 2022-June 30, 2023

Overarching Goal: Improving health outcomes for women and newborns through continuous quality improvement by a network of perinatal care providers and public health professionals				Measures of Effectiveness: (Add measures as needed) 1. 2. 3.	
Objectives	Activities Planned To Achieve This Objective (Add as needed)	Data (Add as needed)	Time-frame for Assessing Progress	Team Members Responsible & Partners Required	
1.	1a. 1b. 1c.	1a. 1b. 1c.			
2.	2a. 2b. 2c.	2.a 2b. 2c.			
3.	3a. 3b. 3c.	3a. 3b. 3c.			

ATTACHMENT D

Perinatal Neonatal Quality Collaborative Narrative Application

Instructions: Provide answers in the space provided for each application section. Answers should be typewritten in Times New Roman, 12-point font. Content must be single spaced.

Applicant Information

Organization Name: [Click here to enter name.](#) Tax ID: [Click here to enter Tax ID](#)

Organization Address: [Click here to street, city, state and zip.](#)

Contact Name and Title (for purposes of application): [Click here to enter name and title.](#)

Contact Phone: [Click here to enter number.](#) Email: [Click here to enter email address.](#)

Total Amount Requested State Fiscal Year 2020: [Click here to enter dollar amount.](#)

1. Background

- A. Provide a description of the Collaborative, engagement with the 32 birthing hospitals and impact on maternal and child health populations throughout Maryland.

Applicant's Response: [Click here to enter text.](#)

2. Organizational Capacity

- A. Provide an overview of the applicant's organization, addressing Staffing requirements reflected in Section 3.2.2 of the Request for Application including:
- the number and type of staff proposed in the program; staff's experience and qualifications related to their specific responsibilities.
 - any relevant past experience, including the number of years providing similar services.
 - an organizational chart outlining the program's position within the organization as well as program personnel, attached to the application package
 - relevant staff resumes, attached to the application package

Applicant's Response: [Click here to enter text.](#)

3. Collaborative Activities

- A. Provide a description of how the applicant proposes to carry out Activities reflected in Section 3.2.3 of the Request for Application.